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# Supply chain management software and equipment installation for Office Green

## Project Lead:

## Project Sponsor:

## Revision History:

| Revision date | Revised by | Approved by | Description of change |
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## Purpose:

The purpose of this Statement of Work is to define the deliverables and responsibilities of the selected vendor for the installation of supply chain management software and equipment at Office Green.

## Scope / Major Project Activities:

1. Software Configuration:

The vendor will configure the inventory tracking and dispatch software for the Office Green equipment. This includes auditing the current Office Green software and developing optimizations.

1. Software Installation:

Vendor will install the new software on all Office Green devices and equipment (laptops, mobile devices and hard drives).

1. Equipment Installation:

Vendor will install compliance equipment in Office Green's warehouses.

1. Creation of Manuals:

Vendor will create training manuals and a maintenance guide for the software and equipment.

1. Meetings:

The supplier will meet with the Training manager and Human Resources specialist to explain the training manuals and answer questions.

## Out-of-scope activities:

* The supplier shall not be responsible for training other employees or for ongoing maintenance.

## Deliverables:

* Configured and optimized inventory tracking and dispatch software.
* New software installed on all Office Green devices and equipment.
* Fulfillment equipment installed in Office Green warehouses.
* Training manuals and maintenance guide delivered.
* Completed meeting with Training manager and Human Resources specialist.

## Schedule Overview / Major Milestones:

* Milestone 1: Audit and optimization of the software (Start: Day 1, End: Day 3)
* Milestone 2: Software installation on devices and equipment (Start: Day 4, End: Day 7)
* Milestone 3: Installation of compliance equipment and handing over of manuals (Start: Day 8, End: Day 10)

## Estimated hours for completion:

*Total estimated hours: 80 hours (approximately 8 hours per day for 10 days)*

## Estimated date for completion:

*Estimated completion date: [Date 10 working days from start date].*

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## Payment Terms

*Office Green will pay the supplier once all work has been completed.*